

**PONDICHERRY INSTITUTE OF LINGUISTICS AND CULTURE
PONDICHERRY**

NOTIFICATION

No.107/PILC/2004-05/

Dt. 16.03.2004

In exercise of the powers conferred by Rule 6 of the Pondicherry Institute of Linguistics and Culture (PILC) Rules and Regulations, the Governing Body hereby make the following rules relating the method of recruitment to Group 'B' and Group 'C' and Group 'D' posts in the Institute namely:-

1. (1) Short title and commencement:

These rules may be called the Pondicherry Institute of Linguistics and Culture(PILC) Data Entry Operator Recruitment Rules, 2004.

(2) They shall come into force on and from the date of approval of Governing Body.

2. Number of post, its classification and scale of pay:-

The number of the post, its classification and the scale of pay attached there to shall be as specified in column 2 to 4 of the Schedules annexed here to.

3. Method of recruitment, age limit and other qualifications:

The method of recruitment to the said posts, age limit, qualifications, and other matters relating thereto shall be as specified in column 5 to 12 of the said schedules. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.

In respect of posts the appointments to which are made through the Employment Exchanges the crucial date for determining the age limit will in each case, be the last date upto which the Employment Exchange is asked to sponsor names.

4. Disqualifications: No person-

- a. Who has entered into or contracted a marriage with a person having a spouse living; or
- b. Who, having a spouse living, has entered into a contracted a marriage with any person, shall be eligible for appointment to the said posts; provided that the Governing Body may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

5. Power to relax;

Where the Governing Body is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving;

Nothing in these rules shall affect the reservations, relaxations in upper age limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other category of persons in accordance with the orders issued by the Government of Pondicherry from time to time in this regards.

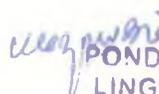
/By Order/

U. S. S. S. S.
(Dr. P. Marudanayagam)
DIRECTOR
PONDICHERRY INSTITUTE OF
LINGUISTICS AND CULTURE
PUDUCHERRY - 605 008

ANNEXURE
RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR

- | | |
|---|--|
| 1 Name of the post | Data Entry Operator |
| 2 Number of posts | One(1998) subject to variation dependent on workload |
| 3 Classification | General Central Service-Group'C' (Non-Gazetted)-Non-Ministerial |
| 4 Scale of pay | Rs.4500-125-7000 |
| 5 Whether selection post or non-selection post | Selection |
| 6 Age limit for direct recruits | Between 18 and 32 years (Relaxable for Government / PILC staff upto 40 years. The age limit is also relaxable for OBC/SC candidates as per Govt. of India instructions.
Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangu Subdivision of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep |
| | In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case be the last date up to which the Employment Exchanges are asked to submit the names. |
| 7 Whether benefit of added years of service admissible under rule 30 of the C.C.S (Pension) Rules, 1972. | No |
| 8 Educational and other qualifications required for direct recruits | Essential:
(i) A Degree from a recognised University;
(ii) A pass in Higher Grade in English Typewriting;
(iii) Working knowledge in Computer Applications particularly Data Entry; and a pass in trade test to be conducted by the Recruitment Committee.
Desirable
A Degree in Computer Science
or
A Diploma in Computer Application/Science
(ii) A pass in Lower Grade Tamil Typewriting.
Age : No
Educational qualification: Yes |
| 9 Whether age and educational qualifications prescribed for direct recruitments will apply in the case of promotees. | |
| 10 Period of probation, if any | Two years for direct recruits only |
| 11 Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | 100% by direct recruitment |
| 12 In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made | Not applicable |
| 13 If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition? | Departmental Promotion Committee / Recruitment Committee consisting of -
1. Secy to Govt.(Edn.) - Chairman
2. Director of Information Technology - Member
3. Director, Art and Culture - Member
4. Director, PILC - Member |
| 14 Circumstances in which U.P.S.C. is to be consulted in making recruitment? | Not applicable |

(By Order)

 **DIRECTOR**
PONDICHERRY INSTITUTE OF
LINGUISTICS AND CULTURE
PONDICHERRY, 605 006

ANNEXURE
RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR IN PILC

Name of the post	Data Entry Operator
Number of posts	One(2015) subject to variation dependent on workload
Classification	General Central Service-Group'C' (Non-Gazetted)-Non-Ministerial
Scale of pay	Pay Band-1 ₹ 5200-20 200 + Grade Pay ₹ 2,800
Whether selection post or non-selection post	Selection/Absorption
Age limit for direct recruits	Between 18 and 30 years (Relaxable for Government / PILC staff upto 40 years. The age limit is also relaxable for OBC/SC candidates as per Govt of India instructions Note: (i) In the case of recruitment made through advertisement, the crucial date for determining the age- limit shall be the closing date for receipt of applications (ii) In the case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names
Educational and other qualifications required for direct recruits	(I) A Degree in Computer Science / Computer Applications / Information Technology from a recognised University (or) Any Degree with One year Diploma in Computer Science / Computer Applications / Information Technology from a recognised University / Institution (ii) Speed of 8000 depressions per hour; (iii) A pass in the Skill Test to be conducted by the Recruitment Committee Desirable A pass in Lower Grade Tamil Typewriting Age No Educational qualification Yes
Whether age and educational qualifications prescribed for direct recruitments will apply in the case of promotees	Age No Educational qualification Yes
Period of probation, if any	Two years for direct recruits only
Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By direct recruitment / absorption
In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	Not applicable
If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	Departmental Promotion Committee / Recruitment Committee consisting of - 1. Secy to Govt (Art & Culture) - Chairman 2. Director Dept. of Art and Culture - Member 3. Director PILC - Member
Circumstances in which U.P.S.C. is to be consulted in making recruitment?	Not applicable

(By Order)

Bharathi
Director/PILC

DIRECTOR
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